

manly wharf hotel

Functions Form

Function Date: _____ Area: _____

Name: _____

Company: _____

Address: _____

Contact No: _____ Fax No: _____

Email: _____

Minimum Spend: _____ No. Guests _____

Arrival time: _____

Occasion: _____ Security: _____

Beverage Spend: _____ Time for Beverage Service: _____

Beverage Selection _____

Staff to serve drinks (5% service charge applies) Yes/No _____

Details: _____

Canapé Spend: _____ Time for food service: _____

Canapé Selection: _____

Special Dietary Requests: _____

Special Requests: _____

Terms & Conditions

- 1 Bookings will be considered tentative until this form is completed, signed & returned to the Manly Wharf Hotel.
Note: credit card details must be completed.
- 2 20% of the minimum spend or \$500 room hire fee for the Harbour Room, will be held on the credit card below as a holding deposit, upon receipt of this form. Payments made by Amex or Diners subject to 3% surcharge.
- 3 This holding deposit will be charged as a cancellation fee should your booking be cancelled with less than 7 days notice.
- 4 Final numbers and time of arrival must be confirmed 24 hours prior to your reservation. Bookings of 50 or more, must finalise numbers 1 week prior.
- 5 Charges apply for the full amount of the canape menu based on final confirmed numbers.
- 6 A 10% surcharge applies on Sundays & Public Holidays.
- 7 A \$3 per head cake charge for bringing your own cake.
- 8 Lunch bookings in the Harbour Room will be advised that the bar closes at 4.15pm, you will be asked to leave the Harbour Room at 4.30pm.
- 9 Dinner functions are advised that the Hotel is licensed until midnight only – all customers must vacate the premises.
- 10 Canape selection & prices are subject to change.
- 11 Menu options are subject to change due to market availability and seasonal adjustments.
- 12 5% service charge applies on food.
- 13 Service charge of 5% for staff providing drink by tray service.
- 14 Please note: Manly Wharf Hotel is non smoking and strictly practices "Responsible Service of Alcohol".
DUE TO STRICT LICENSING LAWS AND OUR ONGOING COMMITMENT TO THE COMMUNITY, WE ARE NOW
REQUIRED TO REMIND YOU OF THE RESPONSIBLE SERVICE OF ALCOHOL LAWS.
No liquor will be served to minors (under 18 years of age)
No intoxicated person will be admitted to the Hotel.
Intoxicated persons will be refused service of liquor.
AS IT IS YOUR FUNCTION, YOU ARE PARTIALLY RESPONSIBLE FOR YOUR GUESTS.
PLEASE MAKE SURE ALL GUESTS ARE MADE AWARE OF THE ABOVE RSA LAWS TO
ENSURE A SAFE & SUCCESSFUL EVENT. THANK YOU MWH MANAGEMENT.



Deposit & Authorisation

Credit card details:

Name: _____ Card Type: _____

Card No: _____ Expiry Date: _____ CSV: _____

Signature: _____

I/we agree to the terms & conditions as stated above, my signature below verifies same:

Name: _____ Signature: _____

Title: _____ Date: _____

Special Notes:
